



Bay Area Dioxins Project



Association of Bay Area
Governments

Summary of Discussions TASK FORCE MEETING October 16, 2001

Attending the meeting were:

Eugene Leong, ABAG Executive Director*

Jennifer Krebs, ABAG Staff*

Kelly Moran, TDC Environmental+

Michell Buzbee, LWA+

Betsy Elzufon, LWA+

Eric Zell, Zell and Associates

Katie Silberman, Center for Environmental Health +

Julie Weiss, City of Palo Alto*

Niko Letunic, City of Oakland*

Nabil Al-Hadithy, City of Berkeley*

Pamela Evans, Alameda County*

John Katz, EPA Region 9

Michael Smith, ABAG Staff

(+ task force consultant, * task force member)

Welcome/Introductions

Jennifer Krebs convened the meeting and welcomed task force members and the public.

Public Comment Period - Speakers

- No public comments were made.

Project Update

In response to questions raised at the September 12 meeting, Eugene Leong, ABAG Executive Director, began the meeting by providing an update to the Task Force on other committees who will be updated on the Screening Evaluation of Dioxins Pollution Prevention Options. Both the Legislative and Government Operations Committee and the Executive Board will be briefed. Since the Screening Evaluation is not a policy document, it does not need to be approved by ABAG committees for Task Force members to take actions based upon its contents.

P2 Project Work Plans

Kelly Moran and Michelle Buzbee presented the draft project work plans that they have developed since the September 12 Task Force meeting (see attachments).

Diesel

Kelly started the presentations by going over the basic details of the Diesel Alternatives Workplan. As part of this plan, the consultants will identify and summarize grant, and other funding opportunities to help municipalities with their diesel projects; obtain copies of available case studies related to municipal diesel alternative projects and provide the studies to Task Force members; and they will work with ABAG to present a workshop with representatives from granting/funding entities to go over their respective programs and application processes.

The workshop can include municipal fleet managers along with Task Force members.

Julie Weiss asked whether the consultants felt that grants/funding would allow infrastructure improvements as part of a diesel alternatives project (such as a fuel tank or pump for a biodiesel project). Kelly stated that it would probably be within the scope of available grants so long as the infrastructure was necessary to complete the diesel alternative project.

Eugene Leong asked if the consultants had contacted the Metropolitan Transportation Commission (MTC) for input on diesel alternatives. He stated that several transit operators have had diesel alternative test projects and have so far most have had cost and efficiency complaints. Kelly responded that the consultants have not talked to MTC because transit agencies are required by law to test alternative fuels, but San Francisco is the only municipality participating in the Bay Area Dioxins Project that controls their own transit fleet. The consultants would include any case studies that the transit operators have completed, but are not seeking to do a project with them because the Task Force is focused on municipalities. The Task Force accepted the diesel workplan as it is.

Medical Waste

Kelly presented the basic details of the Medical Waste Workplan. She started out by stating that the consultants are counting on outside help (such as from the Healthcare Pollution Prevention Project work group and the Western Regional Pollution Prevention Network retired engineers program) and existing resources (such as the evaluation of medical waste management alternatives just published by Healthcare Without Harm) to complete the workplan. Given the scope of the project and the Task Force's budget, outside help will be key to completing the project. As part of this plan, the consultants will collect information about medical waste management alternatives; develop a handout or brochure targeted at hospital environmental health and safety managers; provide training session(s) for municipality staff with all training documents made available to all Task Force members for use in future projects in their municipality; and provide technical assistance and support to municipalities that participate in this program and will prepare written case studies for the municipal medical waste projects.

Two Alameda County hospitals (Fairmont and Highland) will serve as the test cases with the other Bay Area hospitals receiving the information developed as a result of the test projects. In order to remain within budget, the consultants have reduced the number of hours they can assign to municipalities not directly involved in the test cases.

John Katz wanted to know if there was another project that the Task Force could build on to save the consultant time and budget.

Niko Letunic stated that, following the passage of its dioxin resolution, a letter was sent to all medical and doctor's offices and workshops on medical waste alternatives would be a good follow-up. Pam Evans stated that there would be at least two Healthcare Pollution Prevention Project workshops (note: these workshops are not part of the Bay Area Dioxins Project). The first would bring in a number of groups that are interested in, or are working on, a medical waste project to share information and build the project from there. Kelly followed up by stating that since the target audience is so diverse, the workshop will be pretty open. They expect health care, HAZMAT, and other government personnel to be involved in the workshop.

Information compiled as part of this project would be distributed to hospitals in two ways. The first approach would have inspectors bring in dioxin related medical waste information when doing their regular inspections at hospitals. The second approach would be for participating municipalities to contact hospital managers for a higher level approach to the problem.

This program will focus on waste treatment management and will build on waste stream separation programs that already exist.

Pam stated that consultants should make sure that information from the Health Care Pollution Prevention project is included in the Task Force medical waste program, and built on.

Nabil Al-Hadithy asked if staff from other hospitals could attend program development meetings at the demonstration hospitals. Pam responded that those meetings would involve mostly management decisions related to their internal processes rather than a walk through on how a hospital can develop their own program.

The Task Force made some comments related to the draft medical waste workplan, but approved the workplan knowing that the consultants took note of their comments.

Paper and PVC

Michelle Buzbee presented the draft workplan for the Paper and PVC Alternatives Purchasing Workplan. Consultants will research alternative products and develop a list of targeted products; research available information (including pros and cons) to develop a frequently asked questions (FAQ) sheet for use by municipalities; investigate the possibility of setting up a PCF paper purchasing pool; work with staff on holding a vendor event that includes both PCF paper and PVC alternatives; and provide technical assistance to municipalities.

Michelle stated that once the consultants have researched alternative products and developed a list of targeted products, the Task Force would need to meet to evaluate the targeted products to simplify the list of possibilities to make the project more workable. The consultants are also looking for a municipality to serve as a case study.

Jennifer suggested that Oakland might be able to serve as a case study.

Julie stated that Palo Alto already has a PCF paper purchasing policy and is looking for information on PVC alternatives. Kelly stated that it is sometimes tough to know exactly what one is getting when dealing with paper vendors but PVC is easier. PVC is more straightforward because purchasing requirements would specify different products other than PVC.

Nabil stated that since there are many different PVC alternatives, how would the project be weighted? Michelle responded that the consultants would draw up a list of products and the Task Force would determine what products to focus on.

Nabil followed up by asking if they should have manufacturers submit PVC alternative information themselves to make the list more dynamic and timely. Pam followed up by suggesting that a website be created that would be updated quarterly to make the list more timely. Kelly responded that there are other groups that already track PVC alternatives and it would be good to monitor their information. Michelle followed up by stating that the consultants can also provide a list of their sources so municipalities can check with them in the future.

On the issue of refining the list of PCF paper and PVC alternatives, the Task Force prefers that project modification meetings be added as agenda items to existing meetings to cut down on extra meetings.

Nabil stated that the City of Berkeley will be creating a new position within their Green Business group that should be tracking some kind of manufacturing availability of paper and PVC alternatives. He suggested contacting them to see if the Task Force can utilize them as a resource.

Kelly felt that a "green building" project would be the best type of project to showcase PVC alternatives and asked if any jurisdictions had a green building project that was heading into it's construction phase. Michelle also noted that the consultants were looking for either ABAG or one of the member jurisdictions to take the lead on setting up the vendor event.

The Task Force accepted the PCF paper and PVC alternatives workplan.

Update on Public Outreach Efforts/Process

Katie Silberman stated that most of the calls that the Center for Environmental Health is now receiving are people who are happy that the Pollution Prevention report has been finalized. Other groups around the country are using the report to develop their own policies, calling to get more information on the Task Force's process in developing the report, and are interested in hearing about what lessons the Task Force learns as jurisdictions work on their own policies.

Roundtable - Regional and Federal Agencies

John Katz gave an update on EPA Region 9 activities related to dioxin. He stated that the air studies on ambient dioxins levels in the Bay Area should have preliminary data in the next few months. John also stated that the national dioxin reassessment would be complete in a couple of months. The EPA plans to provide a companion strategy document with the final report.

John also stated that the EPA recently awarded a grant to INFORM. Inc, a group that will provide assistance to state and local governments to set up environmentally preferred purchasing policies. The group will help to write purchasing specifications, research material availability, assist in evaluating environmental claims submitted by vendors, and more. INFORM is currently looking for test cases to assist and could be receptive to a West Coast project.

Both Jennifer and John would like to see the Task Force have an inter-agency meeting similar to last April. This would allow a greater dissemination of information related to persistent biological toxics to the group.

Closing Business

Jennifer asked the Task Force what they thought should be added to the agendas of upcoming meetings, and what the meeting schedule should be. The Task Force responded that they would like to switch to a bi-monthly schedule. Topics put forth at the meeting included:

- Legislative & Governmental Operations Committee update
- Executive Board update
- Round Table (Task Force members update group on what they are doing)
- Announcements from local agencies
- Dioxin project updates and discussion of P2 projects as implementation proceeds

Public Comment Period - Speakers

- Eric Zell, Zell & Associates

Adjournment

Next meeting December 18, 2001 10:00 am ABAG Office, Conference Room B

ATTACHMENT A

DRAFT FOR DISCUSSION

Diesel Alternatives Project Workplan

Tasks:	Estimated Budget
1. Consultant will identify grant and other funding opportunities to allow municipalities (or other local entities) to convert or replace diesel vehicles with CNG, biodiesel, or other less-polluting vehicle technologies. Consultant will summarize key facts about those funding opportunities (e.g., application cycles, eligibility criteria, contact person).	\$2,400
2. Consultant will obtain copies of available case studies for municipal diesel vehicle alternative projects (such as those in Berkeley, San Francisco International Airport, and Palo Alto). If written case studies are not available, city/agency staff will prepare and provide 1-2 page summary of applicable project.	\$400
3. Consultant will prepare a draft memorandum summarizing the funding information, with the case studies in an appendix. Consultant will provide the draft to municipalities to review.	\$1,000
4. Consultant will work with ABAG staff to arrange a project workshop. Consultant will invite representatives from granting/funding entities (such as U.S. EPA, ARB, DOE, and BAAQMD) to join municipality staff in reviewing funding opportunities for diesel vehicle conversions, and obtaining tips on how to make applications successful.	\$800
5. Consultant will finalize the memorandum based on input from municipalities and additional information obtained at the workshop.	\$400
TOTAL BUDGET	\$5,000

Product:

- Memorandum that provides grant and other funding information, with available municipalities case studies attached.

Schedule:

Activity	Schedule
Develop information on grant and other funding opportunities; collect case studies from municipalities; prepare draft memorandum summarizing information, with case studies in appendix	1 st -3 rd Quarter
Hold project workshop; receive feedback from municipalities on draft memorandum	By 4 th Quarter

Finalize memorandum	4 th –5 th Quarter
---------------------	--

Budget: \$5,000

Implementing Municipality(ies): All municipalities will receive information; all would be eligible to provide case studies; all municipalities can send representatives to the project workshop. [Note: need to decide if we want to invite other municipalities to the workshop.]

ATTACHMENT B

DRAFT FOR DISCUSSION

Medical Waste Project Workplan

Tasks:	Estimated Budget
6. Consultant will collect Bay Area-specific information about medical waste management alternatives, costs, vendors, and regulatory requirements available to hospitals. The budget assumes that the consultant will receive substantial assistance from the California Department of Health Services (DHS) and from the Healthcare Pollution Prevention Project participants, and that consultant will rely on existing technical information about waste management alternatives (such as the Health Care Without Harm report on non-incineration medical waste management technologies).	\$9,800
7. Consultant will develop a convenient handout or brochure containing the information developed in the first task. The target audience for the written material will be hospital environmental health and safety managers. Consultant will seek review of a draft of these materials from the Healthcare Pollution Prevention Project participants (including DHS), Dioxins Project participants, and target audience members.	\$2,000
8. Consultant will provide training session for municipality staff on medical waste management alternatives at a session organized by ABAG or municipality staff. [Note: need to decide if this approach to workshop organization will work (suggested due to budget constraints) and if we want Healthcare Pollution Prevention Project participants to provide training on medical waste reduction or other elements of hospital pollution prevention]. Medical waste management training materials prepared by consultant will be distributed in electronic form for future use by municipalities.	\$1,000
9. Consultant will provide technical support for individual municipality project implementation actions (see below)	\$5,200
10. With the assistance of participating municipalities and hospitals, the consultant team will evaluate the project and prepare a written case study. Information needed from municipalities and hospitals will include medical waste volumes, cost information and project evaluation interviews or surveys.	\$2,000
Printing, layout, and graphics (not included)	\$0
TOTAL BUDGET	\$20,000

Products:

- A handout or brochure providing convenient, Bay Area-specific information about medical waste management alternatives, costs, vendors, and regulatory requirements available to Bay Area hospital managers. The handout would be suitable for photocopying and for electronic distribution (via e-mail or posting on the Internet).
- Use of materials to support medical waste management decision making at Alameda County hospitals (primary test case) and other Bay Area hospitals (information only).
- Training for municipality staff on medical waste management alternatives.
- Medical waste management training materials in electronic form.
- Project case study

Schedule:

Activity	Schedule
Coordinate with Healthcare Pollution Prevention Project	1 st –5 th Quarter, meet bimonthly throughout project
Develop technical, regulatory and cost information on medical waste management alternatives	1 st –3 rd Quarter
Hold training session for municipalities about medical waste management alternatives	4 th Quarter
Work with municipalities to promote adoption of medical waste management alternatives to hospitals	3 rd –4 th Quarter
Evaluate results and prepare case studies	5 th Quarter

Budget: \$20,000

Implementing Municipality(ies): All municipalities will receive information; all municipalities can send representatives to the project workshop. Individual municipality participation is assumed to include the following:

Alameda County—Alameda County’s two hospitals will serve as the primary implementation sites for the project. Consultant will assist Alameda County in working with its two County hospitals to evaluate medical waste management alternatives. Consultant will attend an initial meeting, follow up meetings on site at each hospital, and then provide technical support to the County through the evaluation process, for a total of up to 40 hours.

Palo Alto—consultant will attend a meeting with hospital environmental health and safety representatives to present materials on medical waste management alternatives and to answer questions, for a total of up to 3 hours. .

Berkeley—consultant will attend two meetings (one with Alta Bates Hospital representatives, one with City Health Department representatives) to present materials

on medical waste management alternatives and to answer questions, for a total of up to 6 hours.

Oakland—Consultant will attend a meeting with hospital environmental health and safety representatives to present materials on medical waste management alternatives and to answer questions, for a total of up to 3 hours.

San Francisco—No consultant assistance included in workplan.

Issues for Discussion: (1) DHS interest in consultant technical assistance for project to reduce incineration of medical waste by providing guidance for hospitals as to when it is appropriate to direct IV bag contents (and possibly other pharmaceutical materials) to the sewer.

(2) Budget limitations and adjustments made by consultant team to develop this workplan. [Note: if additional funds are available, several tasks could use more funding. The most important task to modify would be assistance for municipalities.]

ATTACHMENT C

DRAFT FOR DISCUSSION

Paper and PVC Alternatives Purchasing Project Workplan

Tasks:	Estimated Budget
1. Consultant will form a Project Work Group consisting of participating municipalities. The team will meet as necessary (up to a maximum of 3 times) to review and comment on consultant work products, to plan and conduct a vendor events if applicable, and/or to resolve issues identified during project implementation. The Consultant will form the group, organize meetings, and keep brief meeting notes.	\$1,200
2. Consultant will research alternative products and develop preliminary list of targeted products for further consideration by the Work Group. Consultant will also assemble package of some existing environmentally-preferred purchasing policies (EPP) and specifications which relate to PCF paper and alternatives to PVC products. With assistance from the Project Work Group, Consultant will then select 3-6 products to target.	\$4,000
3. Consultant will research and develop convenient, Bay Area-specific information with assistance from the Project Work Group about the selected products, including information about pros, cons, costs, and vendors. Consultant will prepare draft frequently asked questions (FAQ)/Answer sheets for municipality review.	\$4,000
4. Consultant will investigate options for setting up a PCF paper purchasing pool for municipalities to purchase PCF paper in order to achieve more competitive pricing from suppliers. Consultant will investigate options for management of the pool (identify entities that could be the fiscal agent), identify the products where pooled purchases would be feasible given individual municipality purchasing requirements, identify potential cost savings available from pool- rather than individual- purchasing, and identify any participatory requirements. Project Work Group will meet to discuss pertinent issues and make necessary decisions regarding pool.	\$7,500
5. Consultant will provide implementation assistance as needs arise, using one municipality as a case study for implementing purchasing.	\$3,300
6. Consultant will work with ABAG staff and/or municipality staff to arrange a vendor event to include both PCF paper and PVC alternative product vendors. This assumes that ABAG and/or municipality staff will assume most of the responsibility for organizing the event [Note: need to decide if this approach to workshop organization will work (suggested due to budget constraints).]	\$2,500
7. With the assistance of participating municipalities, consultant will evaluate the project and prepare a written case study. Information needed from municipalities will include alternative products purchased, cost information and project evaluation interviews or surveys.	\$2,500

Printing, layout, and graphics (not included)	\$0
TOTAL BUDGET	\$25,000

Products:

- List of targeted building/office products feasible for purchasing alternatives
- Frequently asked questions (FAQ)-Answer sheets on the selected alternative products, including information about pros, cons, costs, vendors
- Assembled package of environmentally-preferred purchasing policies and product specs for PCF paper and alternatives to PVC products
- Project case study

Schedule:

Activity	Schedule
Form Project Work Group, research alternative products, assemble package of existing EPPs and specs, select products, research and develop Bay-Area specific information about the selected products	1 st -2 nd Quarters
Arrange and have vendor event	By 3 rd Quarter
Investigate setting up PCF paper purchasing pool and all participating municipalities will have an EPP	By 4 th Quarter
Evaluate results and prepare case studies	By 5 th Quarter

Budget: \$25,000

Participating Municipalities: Palo Alto, San Francisco, Alameda County, Oakland, and Berkeley all expressed interest in receiving information about alternatives to bleached paper products and PVC products including information about suppliers, costs, benefits, and product quality (including the difference between PCF, ECF, and TCF paper), as well as information about EPPs and product specifications. No municipality expressed the need or desire for much individual consultant involvement with their staff, though some funds have been set aside for limited assistance. All expressed interest in possible participation in a purchasing pool for paper products.